



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

LIBRARY PROGRAM SPECIALIST LIBRARY

This Position is Full Time with Benefits.

VACANCY NUMBER

21-094

HIRING RANGE

\$28,431 - \$34,116

OPENING DATE

September 15, 2021

CLOSING DATE

October 27, 2021

TO APPLY

Please submit your application online at

www.moorecountync.gov

QUESTIONS?

Please call the Moore County Human Resources Office at (910) 947-6362.

OR

You may also visit us at
302 Monroe Street
Carthage, NC 28327.

ESSENTIAL JOB DUTIES

This position coordinates all youth library services and activities countywide, including preschool story times, and children's and teen's programs; develops and conducts story hours and programs for various age groups; reviews and recommends materials for library's collection; plans and organizes activities for special library promotional events; represents library at community functions as assigned; identifies educational and training needs of library staff with regard to youth services; coordinates program planning with social media specialists to ensure complementary services to students; works at circulation desk; charges and discharges library materials; registers new patrons on computer; collects fees and fines; helps patrons locate books; provides reference and computer assistance to patrons as requested; performs related tasks as required. Work is performed under the regular supervision of the Library Supervisor and Library Director. Must be able to work a flexible schedule. May occasionally be scheduled to work at various locations including: Carthage, Aberdeen, Pinebluff, Robbins, Vass, and Bookmobile.

KNOWLEDGE AND SKILL REQUIREMENTS

- Thorough knowledge of library principles, methods, materials, and practices
- Thorough knowledge of reader interest levels and of books and authors
- Thorough knowledge of practices promoting reading readiness and early literacy skills
- Knowledge of trends in youth services and of issues affecting youth
- Considerable knowledge of computers
- General knowledge of office terminology, procedures, and equipment
- Significant knowledge of library routine and procedures
- Ability to follow established procedures and to perform work requiring considerable detail
- Ability to establish and maintain effective working relationships with associates, library patrons, and outside agencies

EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from High School or equivalent and six (6) years of library experience **OR**
- Associate's degree and four (4) years of library experience **OR**
- Bachelor's degree in related field and two (2) years of library experience

LICENSE AND CERTIFICATION REQUIREMENTS

- Must possess and maintain a valid North Carolina driver's license.

PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 35 pounds of force occasionally and a negligible amount of force frequently or constantly to move object, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, reaching, standing, walking, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken work levels; visual acuity is required for visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

BENEFITS

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k)
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.
- **Holiday, Annual and Sick Leave** for eligible employees

The County of Moore is a drug-free workplace and Equal Opportunity employer.

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a pre-employment background check, pre-employment drug test and post offer physical.

Moore County is an E-Verify Participant